

Streamlining Recruitment

Hiring Request Checklist

Ready to make a hire? We are here for you! In case of a position approval/exemption, start with sending over the following details to your Recruitment Specialist to streamline the process:

- Information about the Job Opening**
Including Job Title, Working Title (if applicable), Position Number (PIN), and the number of vacancies to be filled.
- Information about the Job Ad**
Including how long the post will be active, for whom it will be open, and the detailed job start date.
- Job Ad Draft**
Think of what knowledge, abilities, and skills are required for this job. Use them to define a suitable person for the given position. [You can also review the *Improving Language for Inclusive Hiring Practices* guide for more guidance.](#)
- Minimum Qualifications**
Use the sample job ads in *Improving Language for Inclusive Hiring* to write precise and inclusive criteria for candidate assessment.
- Interview Panel**
For best results, we suggest you choose your interview panel before advertising the job ad. Getting ready with selected times and dates helps schedule interviews promptly. [Get a comprehensive Interview Checklist on the *Recruitment Resources* page.](#)

Make sure to mention other notable items, such as *multi-lingual abilities, licenses, and certifications, in your request, especially, if you think it'll be difficult to fill this position!*